



[www.areaedma.org](http://www.areaedma.org)

**Cullen Armet**  
Area E DMAC

**AREA E MEMBERS**

ARTESIA

BELL

BELL GARDENS

BELLFLOWER

CARSON

CERRITOS

COMMERCE

COMPTON

CUDAHY

DOWNEY

HAWAIIAN GARDENS

HUNTINGTON PARK

LA HABRA HEIGHTS

LAKEWOOD

LA MIRADA

LOS ANGELES CO

LYNWOOD

MAYWOOD

MONTEBELLO

NORWALK

PARAMOUNT

PICO RIVERA

SANTA FE SPRINGS

SOUTH GATE

VERNON

WHITTIER

## AREA E DISASTER MANAGEMENT Executive Committee Meeting

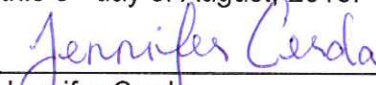
Thursday  
August 6, 2015  
3:00-4:30pm

La Mirada City Hall, A&B Rooms  
La Mirada, CA 90638  
(562) 902-2368

### AGENDA

- 1) Roll Call
- 2) Public Comment
- 3) Approval of Executive Committee meeting minutes- July 9, 2015
- 4) Discussion of Human Resources, Payroll, and Employee Benefits
- 5) Recommendation to Approve Professional Services Agreement with Human Resources Consultant Sharon Greth for Human Resources, Payroll, and Employee Benefits Management Services
- 6) Discussion of Proposed DMAC Contract Amendments
- 7) Discussion of Proposed Budget Amendments
- 8) Review of Purchasing Policy Findings
- 9) Discussion of FY 15-16 Training Calendar
- 10) Administrative Updates - Oral Report

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at La Mirada City Hall, not less than 72 hours prior to the meeting. Dated this 3<sup>rd</sup> day of August, 2015.

  
Jennifer Cerda  
Administrative Manager  
Area E Disaster Management



## Area E Executive Committee Meeting

Area E Disaster Management Office

Meeting Minutes for July 9, 2015

Meeting was called to order at 2:00 pm by Executive Committee Chairman, Andrew Vialpando.

### Roll Call

**Members Present:** Chairman, Andrew Vialpando; Vice Chairman, Stacy Barnes; Member, Andrew Stevens

**Members Absent:**

**Guests Present:** Sheri Koomen; Joel Hockman

**Staff Present:** Area E DMAC, Cullen Armet; Administrative Manager, Jennifer Cerda; Area E Staff, Zaira Villa

### 1) Discussion of Administrative Operations

- **Agenda Calendar Log**
  - Administrative Manager, Jennifer Cerda, will begin to send out a monthly Calendar Log to Executive Committee members to add Agenda Items for each meeting.
- **My PC To Go**
  - The previous MY PC To-Go account has been cancelled. Area E DMAC, Cullen Armet, would like to consider using a cloud system to access files remotely.
  - Area E DMAC, Cullen Armet will review the pros and cons of phasing Area E email away from Earthlink to Area E DMA site. Area E DMAC, Cullen Armet, will contact Area E DMA host to change email with personal names to [Admin@AreaEdma.org](mailto:Admin@AreaEdma.org) and [Staff@AreaEdma.org](mailto:Staff@AreaEdma.org).
  - Area E DMAC, Cullen Armet, would like to consider the purchase and use of Eventbrite registration systems for any future events within Area E.
- **Office Hours / Staff availabilities**
  - Staff discussed office hours and staff availabilities.

- **Contractor vs. Contract Employee**

- Area E DMAC, Cullen Armet, would like to amend contract for biweekly payments for monthly services.

- Area E DMAC, Cullen Armet, would like to amend contract to include reimbursement for mileage on personal vehicle. Area E Administrative Manager, Jennifer Cerda, will contact JPIA to look for language on mileage reimbursement for contractor.

- Executive Committee members will review findings at August Executive Committee Meeting.

- **Signatures and Articles of Incorporation**

- Wells Fargo and Chase bank accounts have signatures that need to be added/ removed.

- For Wells Fargo Checking account signatures to be added: Chairman, Andrew Vialpando; Vice Chairman, Stacy Barnes. Signatures to be removed: Previous Chairman, Emely Merina; Previous Vice Chairman, Raquel Vernola.

- For Chase accounts signatures to be added: Chairman, Andrew Vialpando; Vice Chairman, Stacy Barnes. Signatures to be removed: Former Member Ann Marie Hayashi; Previous Chairman Emely Merina; Previous Vice Chairman, Raquel Vernola.

## **2) Discussion of Executive Committee**

- **Time commitment and expectations**

- Executive Committee meetings will be conducted once a month, not to exceed two hours for each meeting.

- **Standing meetings**

- Executive Committee Meetings will now be held the first Thursday of each month at 3:00 pm in La Mirada, location is subject to change.

- **Brown Act meeting rules**

- Meeting Agenda must be posted 72 hours/ 3 days prior to a meeting.

- All discussion items must be place on the Agenda, prior to meeting.

### **Subcommittee's (CERT)**

- CERT Subcommittee currently consists of Chair and Vice Chair positions. The Chair and Vice Chair positions are to remain the same, with an introduction of an Executive Committee member liaison.

## **3) Discussion of Payroll and CalPERS**

-Chairman, Andrew Vialpando, gave a background on outstanding CalPERS issues for Area E Admin staff benefits. CalPERS retirement is currently being handled by Board Members. It was recommended that CalPERS reporting should be handled by a professional HR/Payroll specialist. Chairman, Andrew Vialpando, will look into various contacts to see if this duty can be taken on.

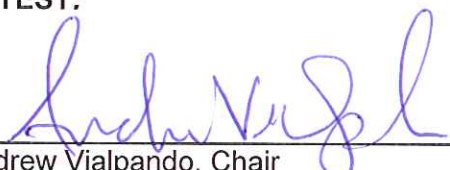
#### 4) Presentation of DMAC Strategic Plan


-Area E DMAC, Cullen Armet, reviewed and discussed Strategic Plan for FY 15-16. Plan included vision for Area E DMA, Scheduling site visits with cities, Trainings, and Meetings. Area E DMAC, Cullen Armet, reviewed EMPG grant requirements changes that will be made for the 2015 EMPG grant year.

#### 5) Adjournment

There being no further business to be brought before the Area E Executive Committee it was moved by Member Stacy Barnes and seconded by Member Andrew Stevens that the July meeting of the Area E Executive Committee be adjourned. The meeting was adjourned at 4:30 pm.

**ATTEST:**

  
\_\_\_\_\_  
Andrew Vialpando, Chair

  
\_\_\_\_\_  
Jennifer Cerda, Area E Administrative  
Manager

**APPROVED:**

August 6, 2015

**AGENDA REPORT**  
**AREA E DISASTER MANAGEMENT JOINT POWERS AUTHORITY**  
**EXECUTIVE COMMITTEE**

**Date:** August 6, 2015

**To:** Area E Disaster Management Executive Board

**From:** Andrew Vialpando, Executive Committee Chairman  
Jennifer Cerda, Area E Administrative Manager

**Subject:** **5.0 Professional Services Agreement with Human Resources  
Consultant Sharon Greth for Human Resources, Payroll, and  
Employee Benefits Management**

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Attached for your review is Agenda Report 5.0

**Recommendation:** It is recommended that the Area E Disaster Management Executive Committee take the following actions:

1. Accept the proposal from Human Resources Consultant Sharon Greth to provide human resources, payroll, and benefits management services;
2. Prepare the Professional Services Agreement for an amount not to exceed \$10,000; and
3. Authorize the Area E Administrative Manager to execute the agreement with Human Resources Consultant Sharon Greth to provide human resources, payroll, and benefits management services on behalf of Area E Disaster Management.

## **Agenda Report**

### **Area E Disaster Management Joint Power Authority**

#### **Executive Committee Meeting**

To: Area E Executive Committee

From: Andrew Vialpando, Executive Committee Chairman  
Jennifer Cerda, Area E Administrative Manager

Subject: 5.0 Professional Services Agreement with Human Resources Consultant Sharon Greth for Human Resources, Payroll, and Employee Benefits Management

#### **BACKGROUND**

In June 2014, the Area E Disaster Management (Area E) General Board approved the personnel reorganization of the Area E office. Since July 1, 2014, Area E has employed one full-time Administrative Manager and a part-time Administrative Assistant. Area E personnel functions include payroll services, human resources management, and oversight of employee benefits.

The Administrative Manager position receives a package of benefits including employer/employee-shared pension and health coverage through the California Public Employee Retirement System (CalPERS), and accrual of paid time off hours. The part-time Administrative Assistant receives accrued paid sick leave hours as of July 1, 2015 as mandated by California Assembly Bill AB 1522.

As common practice for appropriate checks and balances, Area E employees have not been allowed to manage their own personnel files or benefits accounts. As a result, management and oversight of the Area E CalPERS accounts, including retirement payment calculations, payroll reporting, monitoring of health benefits, and payments for the Area E retiree are currently being handled by the Area E Executive Committee. In addition to management of CalPERS accounts, the Area E Executive Committee is also coordinating payroll operations with the assistance of Paychex Payroll Services on a bi-weekly basis. Human resources functions such as hiring and updates on new labor laws affecting Area E personnel have been coordinated through various Area E member cities as needed. In previous years, the Cities of Norwalk, South Gate, Whittier, and La Mirada have assisted with these functions in different capacities.

## **FINDINGS**

The Area E Executive Committee met on July 9, 2015 to discuss the current state of the Area E office's payroll, human resources, and benefits management. The Executive Committee determined that it would be prudent to seek professional assistance to manage these critical functions given the high degree of legal risk and personnel experience required to adequately administer personnel benefits.

Staff contacted several Area E member cities to inquire about the possibility of contracting out oversight of human resources, payroll, and CalPERS account management. The Cities expressed concern with taking over these functions for Area E because of the complications involved in managing multiple CalPERS agency accounts, adding outside employees onto a City's payroll, and the time involved to manage labor laws for non-City personnel. Staff also contacted two private human resources services firms, but both declined to provide a quote for services due to the personnel size of the Area E office.

On July 29, staff and Area E Executive Committee Chairman Andrew Vialpando met with Human Resources Consultant Sharon Greth. Ms. Greth was referred to Area E by a representative from ADP Payroll and Human Resources Services due to her extensive experience consulting for small businesses. After assessing the Area E Office's current personnel management operations, she expressed interest in providing full-service management and oversight of Area E's human resources, payroll, and benefits accounts.

The proposed scope of work (Attachment A) submitted by Human Resources Consultant Sharon Greth includes, but is not limited to:

- Payroll
  - Monitoring bi-weekly payroll and deductions of one full-time and one hourly employee
  - Managing paid leave accrual for both employees
  - Managing payroll tools and software to provide accessibility for both employees
  - Management of required employee tax documents
- HR Services
  - Provide Area E with guidance on new and existing human resources policies and compliance issues for government organizations
  - Develop an Area E Personnel Handbook defining benefits and classifications
  - Guidance on new personnel laws and practices as they arise
  - Assistance with personnel hiring and terminations, as needed
- CalPERS Retirement and Health Management (one full-time employee, one retiree)
  - Monitoring Area E CalPERS accounts

- Guidance on updated CalPERS policies, fees, payments, annual dues as they arise
- Manage annuitant payments (one retired employee receiving benefits)
- Management of CalPERS health care options, payments, and enrollment

Ms. Greth proposed an hourly rate of \$35 per hour. She projects that the majority of the work will be performed and completed in the initial weeks in order to get the Office into compliance and organized. Minimal on-going oversight and maintenance will continue throughout the year. The total cost for services, including software and technology, is estimated to cost less than \$10,000 for the first year.

The proposed Professional Services Agreement will include a clause granting the ability to amend the total cost as needed upon Area E Executive Committee approval. The proposed Agreement will be reviewed and renewed annually and will expire in June 2016

### **RECOMMENDED ACTION**

It is recommended that the Area E Disaster Management Executive Committee take the following actions:

4. Accept the proposal from Human Resources Consultant Sharon Greth to provide human resources, payroll, and benefits management services;
5. Prepare the Professional Services Agreement for an amount not to exceed \$10,000; and
6. Authorize the Area E Administrative Manager to execute the agreement with Human Resources Consultant Sharon Greth to provide human resources, payroll, and benefits management services on behalf of Area E Disaster Management.



# SCOPE OF WORK

**Name of Company:** Area E Disaster Management  
**Project Name:** Area E Human Resources  
**Project Manager:** Jennifer Cerda  
**Prepared by:** Sharon Greth  
**Date:** 08/03/2015

The Scope of Work is the official description of the work that is to be completed during the contract.  
**The Scope of Work must be consistent with the project timeline.**

## PROJECT BACKGROUND AND DESCRIPTION STATEMENT

Oversee and manage entire Human Resources, Payroll, and Benefits Programs; including but not limited to providing guidance regarding compliances to Federal and State Labor Laws, personnel, benefits, and HR consulting on an on-going basis.

## TASK LIST

Each task has been assigned a number for reference throughout the rest of this document and during the commission of the project.

Task No.	Task	Equipment & Services Needed	Equipment Delivery Date	Reporting Head
1	CalPERS Administration	CalPERS website access	08/06/2015	Sharon Greth
2	Transfer of all payroll monitoring services from current payroll service to ADP	ADP Run program for payroll	TBD	Sharon Greth
3	Provide guidance and compliance on HR policies, personnel, and benefits to Area E	Will need access to existing employees': I-9's Personnel files Offer letter and or any other personal data Current benefit information	TBD	Sharon Greth
4	Create Employee Handbook and establish HR policies and guidelines for Area E			Sharon Greth

## KEY CONTRACTORS AND SUBCONTRACTORS

Task No.	Name of Key Contractor	Role / Title	Responsibilities
1, 2, 3, 4	Sharon Greth	Human Resources Consultant	Oversee and manage all aspects of Human Resources, payroll, personnel, and benefits

## PROBLEM STATEMENT

Create and develop the infrastructure for Human Resources by establishing policy and procedures for all aspects of Human resources including but not limited to: providing guidance on new and existing HR policies and compliance issues for Govt. organization, guidance on HR/Personnel laws and practices as they arise, hiring and firing as needed, Payroll, Benefits administration, and CalPERS Management which includes pension formula, payroll deduction, healthcare, annuitant payments, fees, and overall guidance of new CalPERS policies.

## PROJECT GOALS

<b>GOAL</b>
CalPERS Management
<b>HOW GOAL WILL BE ACHIEVED</b>
As benefit coordinator of the CalPERS website I will investigate and research benefit infrastructure and audit overall compliance to guidelines and policies including but not limited to healthcare, pension, assessment of fees, payroll deductions, healthcare options and policies.

<b>GOAL</b>
Plan, direct, and coordinate Human Resource Management for personnel policies, benefits, vacation and sick time, and regulatory compliance to Labor Laws
<b>HOW GOAL WILL BE ACHIEVED</b>
Create and maintain personnel files for each employee Audit I-9's to ensure accuracy of information Labor Posters New hire orientation Termination procedures Employee Performance Appraisals Employee Handbook Compliance to Affordable Care Act Filing of 1094's and 1095 for ACA New Sick Leave Policy compliance and accrual Maintain vacation and sick accrual

<b>GOAL</b>
HR Consulting
<b>HOW GOAL WILL BE ACHIEVED</b>
Provide HR consulting regarding all aspects of Human Resources including but not limited to Federal and State labor laws, personnel, payroll, and benefits administration.

<b>GOAL</b>
Payroll Administration
<b>HOW GOAL WILL BE ACHIEVED</b>
Transfer all payroll monitoring and services from current payroll service to ADP Review Fees for payroll services Process bi-weekly payroll

Estimated Budget Cost of Project		
Type	Description	Cost
Internal Labor	Audit, create, and implement overall Human Resources infrastructure	\$0.00
External Labor	SHRM Membership for compliance resource, HR forms, updates of new Labor laws, and training	\$190.00
Materials		\$0.00
Services	Management and consulting of Human Resources including payroll, benefits, personnel, and compliance to Federal and state labor laws	\$7,525.00
Miscellaneous	ADP payroll services	\$0.00
<b>Total:</b>		<b>\$7,715.00</b>

By signing below, I verify that I am a representative of the below identified entity and that I have the authority to bind such entity.

Project Approval & Signatures			
<b>Project Name:</b>	Area E Human Resources		
<b>Project Manager:</b>	Jennifer Cerda		
<i>The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement among the Project Manager, Project Sponsors and Owners with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.</i>			
<b><i>I have reviewed the information contained in this Project Scope Statement and agree:</i></b>			
<b>Name</b>	<b>Title/Role</b>	<b>Signature</b>	<b>Date</b>

Sharon Greth

Human Resources  
Consultant

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Total Training Budget	\$25,000
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CSTI Training
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Course	Materials	Certificate	# Trained (25-50)	# Trainings Offered	Instructor \$	
SEMS/NIMS	\$10	\$750	50	2	0	\$2,500
G775	\$31	\$750	50	2	0	\$4,600
G195	\$14	\$750	50	2	0	\$2,900
Section Specific	\$10	\$750	50	3	0	\$3,750
					0	
Totals			250	5		\$13,750
				Remaining Budget		\$11,250

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## EMERGENCY MANAGEMENT OUTREACH INSTRUCTOR CERTIFICATE PROCESSING SCHEDULE



**Cal OES**  
OFFICE OF  
EMERGENCY SERVICES

IN-STATE CLASSES	
Number of Class Participants	Fee (USD)
1-10	\$150
11-25	\$375
26-50	\$750
51-75	\$1125
76-100	\$1500

\*Call for fee if class size is larger than 100 participants

OUT OF STATE CLASSES	
Number of Class Participants	Fee (USD)
1-10	\$300
11-25	\$750
26-50	\$1500
51-75	\$2250
76-100	\$3000

\*Call for fee if class size is larger than 100 participants

For credit card payment, scan and email form to: [EMOutreach.coordinator@caloes.ca.gov](mailto:EMOutreach.coordinator@caloes.ca.gov) , include your contact information (name & phone #) and assigned course control number. A CSTI representative will contact you to obtain payment information to further process.

Certificate Options (please select one):

- ☐ Hard copy student's certificates sent by mail to the Outreach Course Manager for signature.  
☐ Outreach Course Manager will distribute certificates to the Students

Outreach Course Manager: \_\_\_\_\_

Course Control Number: \_\_\_\_\_

Number of Certificates: \_\_\_\_\_

If you have any questions please contact: EM Coordinator 805-549-3535

CALIFORNIA SPECIALIZED TRAINING INSTITUTE  
CAMP SAN LUIS OBISPO, 10 SONOMA AVE., BLDG. # 904  
SAN LUIS OBISPO, CA 93405-7605  
(805) 549-3535











## Annual Admin Cost Comparison

Functions	Current Costs	Provider	Proposed Costs	Provider
Web Hosting	\$240	Dragon TED	\$120	InMotion
Email	\$394	Earthlink		
Storage	\$179.40	My PC To Go	\$180	Dropbox
Communications			\$480	Go to Meeting
CERT Webpage	\$499	Perpetua Tech	\$499	Perpetua Tech

<b>Total</b>	<b>\$1,313</b>		<b>\$1,279</b>	
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Area E Executive Committee Mtg.  
August 6, 2015  
La Mirada 3:00-5:00 p.m.

	Last Name	First Name	Agency	Signature	
1	Armet	Cullen	Area E DMAC		
2	Barnes	Stacy	City of Compton		
3	Cerda	Jennifer	Area E Staff		
4	Hockman	Joel	City of Bellflower		
5	Koomen	Sheri	City of South Gate		
6	Palta	Ashu	LA Co OEM		
7	Stevens	Andrew	City of Downey		
8	Vialpando	Andrew	City of La Mirada		
9	Villa	Zaira	Area E Staff		
10					
11					